

## **FINES AND RECOVERY OF OVERDUE MATERIALS**

Library materials are purchased for use by all citizens of the City of Port Neches. The Effie & Wilton Hebert Public Library establishes regulations for the loan of materials, including circulation periods, renewal processes and fines for late return.

The Library Board and the City Council believe that the individual who chooses to keep materials past the due date, or who refuses to settle unpaid fines or fees, compromises to some extent his or her right to privacy.

The Library will attempt to recover overdue materials and will notify patrons of unpaid fines and fees according to the procedures established by the Library Board and the City Council.

Information regarding overdue and non-returned materials and past-due fines and fees of non-residents or former residents may be disclosed by the Effie & Wilton Hebert Public Library to the Retail Merchants Association when that agency has entered into an agreement with the Library to recover materials or collect fees and fines. Information regarding overdue and non-returned materials and past-due fines and fees of residents of the City of Port Neches may be disclosed by the Effie & Wilton Hebert Public Library to the City Attorney to recover materials or collect fees and fines pursuant to Chapter 66, Article I, Sec. 66-1 of the City of Port Neches' Code of Ordinances.

The Library will also provide sufficient information to allow any individual other than the holder of the borrower's card to settle unpaid fines or fees on that card.

The policies regarding the fines and recovery of overdue materials shall also apply to any material borrowed from the Effie & Wilton Hebert Public Library, including, but not limited to, interlibrary loans.

*(Refer to Appendix contents' page for related Ordinance(s) and fee schedules.)*